

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice TB-945

For: Tobacco State and County Offices

Retaining Tobacco-Related Records

Approved by: Deputy Administrator, Farm Programs



1 Tobacco Record Retention

A

Background

Currently, State and County Offices are retaining tobacco records according to 25-AS. Upon the advice of OGC, all tobacco-related documents must be retained until further notice.

B

Purpose

This notice advises State and County Offices of the change in the tobacco-related document retention.

C

Action

Effective immediately, State and County Offices **must not** destroy any tobacco-related documents. This includes any personal working papers containing tobacco information. Disregard all references in 25-AS relating to the destruction of tobacco records.

CED is responsible for ensuring that **all Service Center employees** adhere to this change in policy.

SED is responsible for ensuring that **all employees within the State** adhere to this change in policy.

Disposal Date

January 1, 2000

Distribution

Tobacco State Offices; State Offices relay to applicable County Offices